

From: [R6HarveyLSC](#)
To: [R6HarveyInfo](#)
Subject: FW: Demob-VAUGHN
Date: Thursday, September 21, 2017 6:05:57 PM
Attachments: [ICS 221 - Demobilization Checkout 3.dot](#)

From: Vaughn, Gloria
Sent: Thursday, September 21, 2017 6:05:55 PM (UTC-06:00) Central Time (US & Canada)
To: R6HarveyLSC; R6HarveyFSC; R6HarveyDOCL; R6HarveyOPS
Cc: Tate, Samuel
Subject: Demob-VAUGHN

Name: Gloria Vaughn

Field supervisor's name: Samuel Tate

Demob date: 9/22/17

Lodging information (hotel or trailer number): Club Quarters

- Answer the following:

Yes	No	N/A	Copy this table and paste into your email
	x		I have EPA R6 equipment issued specifically for use during the incident. If yes, provide a listing of all equipment issued.
		x	I have turned-in all equipment provided by R6 to my immediate field supervisor. If yes, provide a listing of all equipment turned in.
	x		I generated hardcopy paperwork during my rotation.
		x	All hardcopy paperwork has been turned into my immediate field supervisor
x			I generated electronic files during my rotation.
x			All electronic files have been sent to R6HarveyDOCL@epa.gov .
x			I will complete all overtime certification forms and have the forms signed by myself and home region supervisor before submitting to R6HarveyFSC@epa.gov .
x			My People Plus and timesheets are properly updated to reflect all time charged to the Hurricane Harvey Mission Assignment account for regular time and overtime.

Thanks

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